



*Embassy of the United States of America
Kyiv, Ukraine*

JOB OPPORTUNITY ANNOUNCEMENT

031

Date: June 12, 2015

TO: ALL MISSION PERSONNEL

FROM: BRIAN RANDALL – HUMAN RESOURCES OFFICER

SUBJECT: PROGRAM MANAGEMENT SPECIALIST

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *The application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

<u>POSITION TITLE:</u>	Program Management Specialist
<u>OPEN TO:</u>	ALL INTERESTED CANDIDATES
<u>GRADE LEVEL:</u>	FSN-10, FP-05* (FULL PERFORMANCE LEVEL)
<u>WORK HOURS:</u>	Full Time, 40 hours per week
<u>POSITION TYPE:</u>	PERMANENT
<u>OFFICE LOCATION:</u>	International Narcotics and Law Enforcement Section (INL)
<u>OPENING DATE:</u>	Immediate
<u>DEADLINE:</u>	June 26, 2015 at 6 P.M. Kyiv Time

**FP-05 is subject for confirmation with Washington.*

IMPORTANT NOTE:

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

Incumbent is an aide to the INL Director, advising him/her on legal, policy and political issues relevant to the law enforcement and criminal justice sector reform in Ukraine. The incumbent also designs and manages technical assistance projects promoting the comprehensive reform of Ukraine's law enforcement and criminal justice system along European lines, including strengthening the criminal justice system's ability to investigate and prosecute corruption, and strengthening specific law enforcement agencies' ability to modernize, respect human rights and achieve international standards in conduct and training. Special attention is also given to strengthening the human rights components of the law enforcement system. The incumbent manages projects designed to stand-up the Ministry of Internal Affairs (MOI) new Patrol Police Force and help the State Border Guard Service achieve EU compliance with operations and training, including a new project to stand-up, train, and equip Border Guard Rapid reaction Forces. In addition, the incumbent maintains resources related to counter-narcotics efforts by GOU entities, for use in reporting and in coordination with other USG agencies. The incumbent reviews and analyzes current and draft legislation, meets with appropriate Ukrainian and other member state officials, and oversees the three-year planning, budgeting and implementation cycle for projects.

REQUIRED QUALIFICATIONS:

EDUCATION:

A university degree in social sciences, humanities, law, international relations or management is required.

PRIOR WORK EXPERIENCE:

At least three years of experience in program management in areas directly related to law enforcement and/or criminal justice system in Ukraine.

LANGUAGE PROFICIENCY:

Level IV (fluent in speaking/reading/writing) English, Ukrainian and Russian is required.

JOB KNOWLEDGE:

Must possess an excellent understanding of the Ukrainian legal, law enforcement and criminal justice systems, as well as a solid understanding of the equivalent European institutions, and general knowledge of the American institutions.

SKILLS AND ABILITIES:

Must have the ability and maturity to establish and maintain contacts with senior government officials. Skills in policy analysis and project evaluation are needed. Must be able to plan and manage both complex legislation and institutional reform, and capacity building projects, including problem solving skills, within the framework of broad guidance and supervision. Ability to both orally and in writing produce and present factual and analytical reports. Good communication skills, including the ability to articulate USG

policies and to respond to queries concerning USG's viewpoint on various law enforcement and criminal justice reform issues.

APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by **COB June 26, 2015**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) should be completed in English, signed and emailed to: KyivHR@state.gov or faxed to: **521-5155**.

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment. Due to the high volume of applications received, only shortlisted candidates will be contacted by HR.

ADDITIONAL SELECTION CRITERIA:

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.